

## **FOOD STAMP EMPLOYMENT AND TRAINING SERVICES PLAN - STATE FISCAL YEAR 2007**

### **GOALS AND OBJECTIVES OF THE FSET PROGRAM:**

The primary goal of Food Stamp Employment and Training (FSET) is that of assisting Food Stamp only recipients towards self-sufficiency through employment, especially that “first job”. This will be accomplished through a network of employment, education, training, supportive services, and referrals to other community resources. FSET Case Managers provide services for ABAWDS who are in jeopardy of losing food stamp benefits and other food stamp recipients as case numbers allow.

#### Primary Goals:

1. Enrollment of ABAWDS and Food Stamp Mandatory Work Registrants (participants) in employment and training slots in order to enhance their ability to gain unsubsidized private sector employment;
2. If private sector employment is unavailable, then unsubsidized public sector employment is the goal;
3. Increase of participants’ earnings due to unsubsidized employment; and,
4. Progress in employment training activities if immediate employment cannot be obtained.

Objectives: The objective of FSET is to enhance the employability of and secure employment for participants by providing employment, education, training and supportive services. Objectives are to:

1. Assist participants in becoming self-supporting;
2. Create employment opportunities by establishing an integrated case management system tied to employment goals, which assist participants in becoming self-supporting;
3. Provide federally regulated supportive services to assist recipients in obtaining employment or training; and,
4. Maximize available funding to optimize the coordination and prevent duplication of resources at the local level.

**Please answer the following questions in their numbered order and to the fullest extent possible.**

1. Explain the focus of your FSET program and the goals you have for participants.
2. Describe the various components and services that will be offered to FSET participants.
3. Describe and explain what your agency will include through case management services for FSET.
4. Describe intervention techniques to bring a participant into compliance with his/her employability plan.
5. Describe your methods of encouraging food stamp recipients to participate in FSET.
6. Describe your programs’ past history with the FSET population and how you

believe that predicts on-going success with this program.

Administrative costs may not exceed 14%. Indirect cost limitations, fiscal accountability and audit procedures must be documented and verified per Generally Accepted Accounting Principles (GAAP). Please fill out the following budget worksheet and supply a narrative for expenses requiring examples or for expenses not listed on the budget worksheet.

**Personal Services** - List the position titles, number and percentage of full time equivalent positions for each position title and whether the position is administrative or direct services. List the salary and total benefits to be charged to FSET for each position. Do not include any personnel for which you have a subcontract. Please list the name, address and phone number of the financial officer or other responsible fiscal person designated by your organization. The contractor will provide adequate staffing as determined by the Department and facilities and equipment to carry out the program. Persons must actually be involved with the program for a specific percentage of time as listed here or they cannot be charged to the program during the reimbursement process.

**Operating Expenses** - Indicate all operating expenses on the Budget Breakdown worksheet. Examples of operating costs are rent, utilities, and supplies. If you subcontract for any portion of the program, include those expenses on the Budget Breakdown worksheet. Explain what portion of the program is subcontracted, any personnel supplied through the subcontract and indicate the cost of the subcontract. Copies of the subcontract must be submitted to the Public Assistant Bureau Contract Officer as per your contract. Indicate in the budget what will be included in training costs.

Submit on the budget worksheet administrative and program costs. This detailed budget must show what percentage of the budget is proposed for administrative costs and what specific areas (personnel costs by position, rent and materials, etc.) apply to administration.

**Overhead/administrative expenditures:** Overhead (administrative and indirect) costs relate to the general supervision and management of FSET for activities not directly associated with direct services, assessment, employability planning and case management (personnel costs, payroll, and personnel administrative functions). Costs for personnel engaged in administrative activities are considered overhead. **Only case management** activities (which include assessment, employability planning and development as well as hands on case management) are considered to be program costs. Overhead costs include non-personnel costs such as space, utilities, equipment and supplies for administrative and supervisory staff. Overhead costs are part of the administrative total and must not exceed 14% for the entire SDA.

**Program Costs:** Personnel costs for staff devoting 100% of their time to FSET case management services are considered program costs. Personnel costs for direct services to clients are program costs. Program costs include the non-personnel costs such as space, utilities, equipment, and supplies, for those employees who are directly related to FSET case management (assessment, employability planning, development, and daily or weekly case management). Costs for supervisory or administrative personnel are **NOT** program costs. Actual program costs will be reported monthly. The DPHHS reimbursement form for the FSET program is specifically used to report expenditures based on the number of

hours, personnel, goods and services used in or provided under the FSET related program/contract.

**Reasonableness:** A cost may be considered reasonable if the nature of the goods or services acquired or applied and the associated dollar amount reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made. The cost principles elaborate on this concept and address considerations such as whether the cost is of a type generally necessary for the organization's operations or the contract performance; whether the recipient complied with its established institutional policies in incurring the cost; and whether the persons responsible for the expenditure acted with due prudence in carrying out their responsibility to the funding program and the public as well as to the organization.

**Allocability:** A cost is allocable to a specific contract, function, department, etc., known as a cost objective, if the goods or services involved are chargeable or assignable to that cost objective in accordance with the relative benefits received or other equitable relationship. A cost is allocable to a contract if it is incurred solely in order to advance work under the contract; it benefits both the contract and other work of the institution, including other contract-supported projects; or is necessary to the overall operation of the organization and is deemed to be assignable, at last in part, to the contract.

Any cost allocable to a particular program or cost objective under these principles may not be shifted to other programs to overcome fund deficiencies, avoid restrictions imposed by law or grant agreement for other reasons. No other program dollars are to be co-mingled with FSET dollars in the contractor accounting structure.

For purposes of this Plan and the contract the word commingle means: Commingle means funds that are blended with other funding sources, and not kept segregated in the accounting system. Separate records must be kept that identify the source and application of funds for federal and state sponsored activities. The records must be supported by source documentation.

**Consistency:** A contractor must be consistent in assigning costs to cost objectives. Therefore, costs must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges.

**Conformance:** The expenditures of the monies received through the contract must be in conformance with the purposes, limitations and exclusions as contained in the terms and conditions of the contract. These expenditures must be properly recorded and supported by source documentation.

**Audits:** A governmental or nonprofit entity contractor is subject to the audit requirements of OMB Circular A-102 as implemented by 7 CFR 277.17.